

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number 23611		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Senior Administrative Assistant			
3. Division Operations		12. Proposed Class Title			
4. Section Operation	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Fiscal		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Pamela Collins

KC Region Assistant Regional Director of Operations

K0214663

Who evaluates the work of an incumbent in this position?

Pamela Collins

KC Region Assistant Regional Director of Operations

K0214663

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work involves a variety of complex office support duties of a clerical or secretarial nature that requires some thought process. Usually involves several steps to complete analysis of data to identify facts and to complete the required action. Decisions are made based upon well-defined rules, regulations, methods and procedures with very little deviation although they may have limited interpretation when applying procedural guidelines. Some of the duties at this level include: providing basic, factual information to customers, proofing and finalizing correspondence and reports, compiling and entering data and retrieving data from records from an informational database, recording time and leave entries and basic bookkeeping duties.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
35%	E	<p><u>Travel Voucher Review</u> – Receives regional travel vouchers via email shared mailbox. Reviews regional travel vouchers for staff by verifying signatures and expenditure documentation and ensuring documents comply with the Department of Administration, Department for Children and Families, and the KC Region regulations governing travel. Verifies mileage amounts by using standard mileage charts and software such as MapQuest or other means to calculate typical trip mileage. Confers with staff to justify unusual charges or trip details. Communicates with regional staff via phone and email to obtain clarification and their written approval to make changes on the documents submitted if any report corrections are needed. Communicates with supervisory staff as needed to resolve travel expense related concerns. Approves “Travel Expense Reports” by signing documents certifying they are accurate and complete. Interprets travel guidelines and procedures and provides explanations to staff. Delivers training to staff on travel issues as needed. Documents are complex in nature and contain information which must be interpreted through written instructions and local office procedures.</p>
25%	E	<p><u>Travel Voucher Processing</u>. Inputs data from regional “Travel Expense Reports” in the “Travel and Expense Module” of the SMART (Statewide Management, Accounting & Reporting Tool – an Oracle Program) system following procedures established by the Department of Administration and the DCF Administrative Procedures Manual. Serves as staff proxy for DCF Regional Staff to input travel related expenses into SMART. Reviews and updates “Supervisor” information on SMART coordinating with personnel services or the accountant to assure the “regional approver” is indicated as supervisor as required by the SMART system payment approval process. Utilizes resources such as the DCF SMART Help Desk in resolving questions and problems within the SMART system. Assists with researching questions regarding status of payment for staff.</p>
20%	E	<p><u>PPS Payment Processing</u> – Checks the KCM3465 Mailbox multiple times per day and answers any questions from staff and reviews and prints ADM-3465 Forms and supporting documentation received. Retains all e-mails received in the KCM3465 Mailbox Cabinet and sends any replies from the KCM3465 Mailbox and retains these in the KCM3465 Mailbox Sent Items folder. If there are questions regarding the information submitted or if the information is incomplete a reply is sent from the KCM3465 Mailbox Inputs data from the ADM-3465 Forms into the Accounts Payable module of the SMART system following procedures established by Department of Administration and the DCF Administration Procedures Manual. Ensures the accurate Speed Chart and INF45code information is entered for each customer on the Additional Voucher Fields screen. Utilizes resources such as the DCF SMART Help Desk in resolving questions and problems within the SMART system. Assist with researching questions regarding status of payment for staff.</p>

10%	E	<p><u>Vendor Processing.</u> Reviews W-9s and bank account information received from staff / vendors to determine if the vendor needs to be added or corrections are needed within the system. To assure duplicate vendor information is not entered, researches the vendor on SMART to confirm the current SMART status to determine if the vendor needs to be added or updated. Adds new vendors and bank account information to the SMART system following procedures established by Department of Administration and the DCF Administrative Procedures Manual. Maintains records of vendors added and information submitted to DCF Administration and Department of Administration. Paper file of W-9 documents, address change documents, bank information document maintained in the OP Service Center Fiscal Department.</p>
10%	E	<p><u>Fiscal Unit Back Up Tasks.</u> Provides back up as needed within the Fiscal Department including, Mail Clerk tasks, Client Payment Receipting, Staff Car Rental Reservations, Access to the safe for item retrieval following safe access procedures, Imprest Check issuing paper check from DCF Imprest account following regional procedures, other duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

N/A

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Delay in approving and processing travel vouchers would result in staff not being paid in a timely manner and could cause financial hardships. Delay in processing vendors can result in delay of payment processing for vendors and customers which could cause financial hardship.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with regional staff and supervisors regarding travel vouchers, vendor processing, PPS Payment processing and other fiscal unit business.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

This position may encounter angry, hostile, or upset people when dealing with issues surrounding monies and payments. Use of personal computer on a regular basis can cause certain discomforts

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of: Personal computer in network environment (including Microsoft office products), telephone, calculator, multi- functional devices (copier/ printer/fax machine/ scanner) mail/postage machine, DCF Mainframe Systems

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

One year of experience in general office, clerical and administrative support work.
Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

1 year Experience with computerized accounting systems
1 year Experience is customer service
1 year Experience with Microsoft Office programs: Word, Excel and Outlook

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date